

RESTRICTED  
Security Information

OFFICE OF TRAINING

NOTICE  
NO. 31-53

9 November 1953

SUBJECT: Report of Honor Awards Received by CIA Personnel

1. The CIA Career Service Board and the CIA Honor Awards Board are currently engaged in a survey of all honor awards which have been made to CIA personnel during the period 18 September 1947 through 30 June 1953.

2. You are requested to report information concerning all CIA personnel who have received honor awards for CIA duty in your component, or a predecessor component, during the designated period. Insofar as possible, each report should indicate the name of each individual who has received an award, the type of award, the date and place of the award, and any additional pertinent information concerning the circumstances of the award. Information concerning awards of a sensitive nature should be appropriately classified.

3. For the purpose of this report, honor awards should include decorations, medals, and awards received from CIA and from other Federal Agencies and Services, including the Armed Services, and those proffered by or received from foreign governments. Incentive awards and letters of commendation should not be considered as honor awards to be reported under this program.

4. Division and Staff Chiefs will submit reports covering their areas to the OTR Personnel Office on or before 20 November 1953.

  
MATTHEW BAIRD  
Director of Training

25X1A

Distribution: All OTR Personnel

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.